

Chapter 4
MATERIAL (PROPERTY) DAMAGE MISHAP REPORTING PROCEDURES
REPORT SYMBOL OPNAV 5102-2 (MPD)

401. REPORTABLE MISHAPS

a. General. All cases of material (property) damage involving a repair or replacement cost of \$10,000 or more as a result of a mishap will be investigated and reported per this instruction. Cost of repair or replacement includes cost of labor, and all DOD man-hours will be computed at \$16 per hour for that purpose. Examples of reportable mishaps are those involving the improper operation or maintenance of equipment, improper deck seamanship or cargo handling, and equipment casualties caused by electrical faults. Damage to small craft assigned to an activity is also reportable.

b. Special Cases for Forces Afloat. All cases of the following types of mishaps will be investigated in accordance with this instruction and reported, regardless of the cost involved:

(1) Fire. All cases except small trash or similar fires in which no personnel are injured and material damage is limited to the container in which the fire originated.

(2) Flooding

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(3) Collision. In some cases of collisions involving only U.S. Navy or Military Sealift Command ships or craft, separate reports are required from each unit involved. In all other collisions, the report will include a separate estimate of the damage to the other ship, craft, or object.

(4) Grounding

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(5) Explosion. See Chapter 5 for additional instructions for explosions involving ordnance material.

c. Contractor Mishaps. Mishaps caused by contractor operations that result in reportable property damage shall be reported per this chapter by the Navy activity having custody of the property.

d. Exceptions

(1) Material (property) damage associated with the specific events listed in paragraph 105a of this instruction are not reportable per this instruction. They are reportable per the applicable instructions cited in paragraph 105a.

(2) Fires at naval shore activities are reported under OPNAVINST 11320.25B (NOTAL) and not per this instruction. However, all injuries and deaths associated with these fires are to be reported per Chapter 3 of this instruction.

(3) Explosive mishap reporting procedures are contained in Chapter 5 of this instruction.

(4) Motor Vehicle mishap reporting procedures are contained in Chapter 6 of this instruction.

(5) Property damage as a result of vandalism, riots, civil disorders, or felonious acts, such as arson, sabotage, or terrorist acts.

402. REPORTING PROCEDURES

a. Responsibility. The commanding officer, officer in charge, or master shall require the investigation and reporting of all reportable mishaps occurring within the command.

b. Submission of Reports

(1) General. Reports are to be unclassified and marked FOR OFFICIAL USE ONLY, unless classified information is included. See SECNAVINST 5720.42D for the proper marking and release of FOR OFFICIAL USE ONLY documents.

R) (2) Mishap Reports. The message format of Appendix A is to be used for all reports of material (property) damage investigations conducted per this chapter. Since it is the same format as that used to report personnel injury, death, or occupational illness, it may be necessary to omit some sections. A NAVGRAM or letter using the message format may also be submitted. Regardless of how they are sent, mishap reports must be released to the Naval Safety Center within 20 calendar days for all mishaps.

A) Use of a NAVGRAM to submit routine mishap reports is highly recommended.

R) (3) Priority Message/Reports. When the cost of a material (property) damage mishap is \$1,000,000 or greater, a priority Material Property Damage message report must be submitted within 48 hours. That report may be submitted by telephone. NAVSAFECEN telephone numbers are: AUTOVON 564-7040 or Commercial (804) 444-7040 (working hours); and AUTOVON 564-2929 or Commercial (804) 444-2929 (non-working hours). If other directives (e.g., OPNAVINST 3100.6E

(NOTAL), MILPERSMAN, NWP-7 (NOTAL), etc.) require message reports in the case of material damage, NAVSAFECEN shall also be made an information addressee as provided in those directives. That will satisfy the requirement for the initial priority report. The submission of an OPREP-3 or a CASREP does not relieve the experiencing activity from submitting a Material (Property) Damage Report per this instruction.

(4) Additional Information. If additional information becomes available, a follow-up report should be submitted referencing the LOCAL TIME AND DATE OF MISHAP (ALPHA 3) on original MPD report. The Commander, Naval Safety Center may also request additional information when needed. (R

c. Related Reports - Personnel Injury/Death/Occupational Illness, Report Symbol OPNAV 5102-1 (PID). See Chapter 3 for instructions on reporting personnel injury/death/occupational illness. When a mishap involves both injury or death and reportable material damage, only one consolidated report need be submitted.